

Canadian Acoustical Association
Minutes of the Board of Directors Meeting
13 October 2009
Niagara-on-the-Lake, Ontario

Present: Christian Giguère (chair), David Quirt, Rich Peppin, Stan Dosso, Roberto Racca,
Tim Kelsall, Ramani Ramakrishnan, Frank Russo, Jérémie Voix

Regrets: Clair Wakefield, Vijay Parsa, Sean Pecknold, Dalila Giusti

The meeting was called to order at 5:02 p.m. Minutes of previous Board of Directors meeting on 25 April 2009 were approved as published in June 2009 issue of *Canadian Acoustics*. (Moved by S. Dosso, seconded R. Racca, carried).

President's Report

Christian Giguère reported that there have been no major problems in the affairs of the Association. There has been progress on two current priorities: to develop promotional materials for our Association and to enhance the website with online database and payment features. The former was discussed under Other Business, the latter as an extension of the Secretary's report.

Secretary's Report

David Quirt reported that routine processes of the Association are proceeding with few problems. With respect to routine CAA communications:

- Annual filing with Corporations Canada was submitted and acknowledged.
- Invoices from I-INCE and ICA were received and our Treasurer handled payment.

Issues of Noise News International were mailed to 36 members who requested this option; they arrived from the publisher in the USA about 3-6 months after the cover date. Cost of mailing was covered by the \$10 supplementary fee paid by those requesting NNI. Next year NNI moves to electronic publishing, which should eliminate the cost for this distribution activity.

Secretarial operating costs for the fiscal year ended in August totaled \$1175 (~20% below last year), mainly for mailing costs and postal box rentals. Given the expected reduction in mailing costs when NNI distribution is stopped,

a budget of \$1000 is proposed for next fiscal year.

David reported that paid new memberships and renewals are unchanged from last year (318), but there were fewer non-member registrants for the Vancouver conference than at Montreal, so the nominal total membership has dropped. Last year the total was 407 on 4 October, and this year's paid-up total on that date is 374. Essentially, the Association's core membership is constant.

Mailing List (30 Sept.)	Canada	USA	Other	Change
Member	217	17	11	-12
Student	54	3	3	-19
Sustaining	38	3	1	- 1
Subscribers	14	9	4	- 1
	Total = 374			-33

As usual, this report prompted some discussion of possible changes in membership categories and promoting increased membership; in this context Rich suggested a brainstorming session at a future CAA meeting to identify key issues to promote membership. Rich also noted continued interest in adding new categories such as Fellow and Life Membership. There was support for these ideas, but action on new categories was deferred to the next meeting, after implementation of the new online database system. (Approval of report moved by S. Dosso, seconded R. Racca, carried)

Discussion then turned to features and cost of the proposed new online database and payment system. The ad hoc group (Christian, Dave, Dalila, Sean) appointed by the Board has investigated

this issue and recommends selection of IRM – a Canadian firm that handles online systems for many Canadian associations. The capabilities proposed at this stage are online database of members, membership payment, and event registration and payment for our conference. IRM also offers website hosting, but this is not recommended now, due to the considerable cost, and some questions about the match between available features and our needs. One-time setup fees for the proposed features would be \$2500 (based on IRM's review of our current database structure), and the annual operating cost is \$249 / month, plus transaction fees – a total of about \$3500/year. It should be feasible to implement this system for the 2010 membership renewal process. (*Proceeding, as detailed in IRM proposal of 5 Oct., was moved by S. Dosso, seconded F. Russo, carried*)

The Board expressed a special vote of thanks to Dave Quirt for his continuing service as Acting-Secretary.

Treasurer's Report

The Treasurer, Dalila Giusti, submitted a report including a preliminary financial statement for the fiscal year. Most expenses were essentially as budgeted and revenue marginally exceeded income. The backlog of invoicing and payments for advertising in Canadian Acoustics has been eliminated. The 2008 conference (Vancouver) made a profit of \$894 in addition to the fees for new members. Interest on the capital fund will exceed costs for student awards.

A change of financial year-end to 30 June has been proposed, to permit completion of the annual audit before the fall meeting. Members were duly notified of the proposed change by published announcements at the 2008 AGM and in the journal. (See AGM minutes.)

The proposed budget for 2009-2010 was also discussed. To offset costs of the proposed implementation of online services, a fee increase at the October AGM was suggested (See AGM minutes.)

The Treasurer's report was accepted. (*Moved F. Russo, seconded R. Peppin, carried*)

Editor's Report

The Editor, Ramani Ramakrishnan, gave a brief report on issues related to Canadian Acoustics. Highlights included:

- All issues have been published on schedule.
- The implementation of online publication of the journal has not advanced significantly.
- There was brief discussion, commending the revamping of the news section of the journal, with less content on international conferences, but more content on regulations, standards, technical news, and other related societies pertinent to Canadian acousticians.
- In 2010, as usual, the June issue will feature content in French, and there will be a special issue focused on acoustical consulting.

The Board made a unanimous vote of thanks to Ramani for his continuing contributions.

CAA Conferences – Past, Present & Future

2008 (Vancouver): A final report for the conference has been received from Murray Hodgson, with the final \$3800 transfer of funds. The Board thanked the organizers for the high quality of the meeting.

2009 (Niagara-on-the Lake): The conference at the Pillar and Post Inn on October 14-16 has 125 papers scheduled (including 48 student papers) and 12 exhibitors. Ramani Ramakrishnan is Chair, Frank Russo is Technical Chair, and Rich Peppin organized the exhibition. Extensive financial contributions to support the meeting include a grant from Ryerson University, sponsors for meeting rooms and coffee breaks, and sponsors for the student presentation awards.

2010 (Victoria): The conference will be on October 13-15 at the Laurel Point Inn, the site of the 1999 conference. Stan Dosso (Chair), Roberto Racca (Technical Chair), and Clair Wakefield are leading the team. A broad program—including several sessions on underwater acoustics—is planned. See the announcements in this and subsequent issues of *Canadian Acoustics* and on the website.

Subsequent meetings: Sites for later meetings were discussed. The preferred option for 2011 is a site in Québec, preferably the city of Québec, and key team members have been recruited.

Awards

Frank Russo presented a report summarizing decisions by the coordinators for all CAA awards. There were applications for all awards, and winners have been selected. Winners were announced on 15 October at the banquet, and in this issue of *Canadian Acoustics*. Increased public relations activity (via local press and university channels) is planned, to highlight the winners.

One change to the awards was proposed. It was agreed that the Directors' Award for best article by a professional in *Canadian Acoustics* should not be restricted to Members; conditions for the corresponding student award are unchanged. (*Moved R. Racca, second S. Dosso, carried*)

CAA Website

There was a brief discussion about the CAA website. Sean Pecknold has assumed the duties of Webmaster, and parts of the site have been restored and updated.

Other Business

There were several items of other business:

- Alberto Behar attended for a short time as a guest to suggest that CAA might wish to certify acousticians (as the Swiss Acoustical Society does). He volunteered to investigate and the board agreed that they would wait to see what he discovered.
- CSA Committee Z107 "Acoustics and Noise Control" is facing elimination, due to funding constraints at CSA. Some key standards such as Z107.56 may be transferred to

another committee, but some parts will cease. CSA Z107 has been interlinked with CAA from CAA's beginning as the Canadian Committee on Standards. There was broad agreement that orphan parts of the Z107 activity should be assumed by CAA, but that forming a standards development committee accredited by SCC seems unrealistic. (*Approved in principle that CAA will re-assume those activities of Z107 that can be handled with negligible financial commitment, to coordinate Canadian activities on development and maintenance of standards. Moved T. Kelsall, seconded R. Peppin, carried*)

- Promotional materials were developed for distribution at the Inter-Noise '09 conference in Ottawa, including a new brochure in English and French. In this context our old logo was upgraded to high resolution (courtesy of IN'09) and the Board started a process to update the logo design. There was brief discussion of the 8 preliminary design concepts, and it was agreed to handle the selection and revision process by e-mail before the next meeting.
- Christian reported on his participation in the recent Board meeting of IIAV (International Institute of Acoustics and Vibration). The Board decided to accept the invitation to establish a formal agreement of cooperation with IIAV; there is no financial commitment. (*Moved R. Peppin, second R. Ramakrishnan, carried*)
- Stan led a brief discussion of nominations for the election at the Annual General Meeting (See AGM minutes for details).

Adjournment

Meeting adjourned at 10 p.m. (*Moved R. Ramakrishnan, seconded F. Russo, carried*)
